

LIBRARIAN I (TRAINEE)

DISTINGUISHING FEATURES OF THE CLASS: This is a pre-professional position involving responsibility for learning library procedures, techniques, and skills under professional guidance and for successful completion of an acceptable graduate program. As a trainee progresses in professional ability and skills, they may be assigned increased professional responsibilities and some supervisory responsibilities over the work of nonprofessionals. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Learns and assists in:

Library informational, reference, and referral services;

Advisory and guidance services;

Cataloguing and classification of library materials;

Compiling booklists;

Preparing library exhibits and displays;

Conducting book talks, multimedia programs, story and picture

book hours, and liaison activities with community groups;

Supervising of library pages and other nonprofessional personnel;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to learn to prescribe information or materials accordingly; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to learn rapidly; initiative; resourcefulness; good judgment; orderliness; accuracy; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:

Bachelor's degree.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. At the time of application, evidence of eligibility for acceptance in a graduate program, completion of which meets requirements of NYCRR Title 8, §90.7 to qualify the applicant for a New York State public librarian's professional certificate.
2. Trainee status may continue for up to four (4) years providing that the trainee is enrolled in an American Library Association accredited graduate program during that time.